

Central Maine Library District meetings are held twice a year and are open to all staff from CMLD member libraries and anyone interested in Maine libraries.

In addition to professional development programs presented at each meeting, there is a brief business meeting and State Library report to keep the membership updated on events and issues of interest to all Maine libraries.

Nonprofit Org.
US Postage Paid
Permit #177
Augusta, Maine

Do you have too much to do and not enough time to do it?

Are you wondering what you should do next?

Are you spending too much time looking for things?

If your answer to any of these questions is "yes," you can't afford NOT to attend this meeting.



Professional Organizer Brenda Cartwright will offer guidance to help you evaluate how you currently function in your job, suggest strategies to maximize your performance, and provide inspiration for taking a fresh look at your workspace and mindset.

Registration deadline:
October 20, 2006

Central Maine Library District Association
c/o Maine State Library
64 State House Station
Augusta, ME 04333-0064

Fall Meeting Notice:
Thursday, November 2, 2006

Central Maine Library District 2006 Fall Meeting November 2, 2006

Are you feeling overwhelmed?



Let The Organizer, Inc. Help!

CMLD will sponsor a program by professional organizer Brenda Cartwright at its fall council meeting. Join colleagues for a refreshing look at how to get your work life in order.

**Thursday, November 2, 2006
Augusta Civic Center**

FALL MEETING
Central Maine Library District
Thursday, November 2, 2006
Augusta Civic Center
9:00 - 3:00



Brenda Cartwright, professional organizer and owner of "The Organizer, Inc." of Ellsworth, has been helping people get organized for more than 18 years. She has assisted a variety of clients, from business owners to stay-at-home moms, who have felt overwhelmed by their cluttered surroundings and their unsystematic ways. When the source of clutter is a busy lifestyle, help with time management is needed. Brenda will offer suggestions and strategies to help you get control of the clutter, manage your time, and streamline your workflow.

Target audience: Staff from all types of libraries including directors, school library media specialists, library friends, volunteers, and trustees.

Directions

The Augusta Civic Center is located just off Interstate 95 at exit 112.
Civic Center phone number: 626-2405

Agenda

- 8:30 Registration and coffee**
- 9:00 Business meeting, including:**
- District Report
 - State Library Report
 - Library Commission report
 - New Public Library Standards, MLA
 - Maine Libraries Week 2007
 - Library Mascot project
 - Featured library - Mantor Library at the University of Maine, Farmington and more.....
- 11:45 Buffet Lunch**
- 12:30 *Getting Organized*, Brenda Cartwright**
- 2:45 Door Prizes & Evaluations**
- 3:00 Adjourn**

Freebies!



A table will be available for give-away items.
Please bring usable library materials your library no longer needs.

REGISTRATION
CMLD Fall Meeting
November 2, 2006

Registration Deadline: October 20

Registration Fee \$20.00
(Includes Continental Breakfast and Buffet Lunch with vegetarian options)

Please make check payable to: **CMLD Association** and mail with registration to:

Central Maine Library District
Attn: Cheryl Ramsay
Maine State Library
64 State House Station
Augusta, ME 04333-0064

Name _____

Library _____

Address _____

Daytime phone _____

Email _____

The Maine State Library no longer issues CEU's (Continuing Education Units). Program participants are expected to maintain records of attendance at professional development workshops. Certificates will be issued to all participants for record-keeping purposes.

Registration Deadline

October 20